TEDS Tab Procedures

How to Enter Initial Secondary Student Data in Infinite Campus

➢ If you are entering a student into a **New** Career Pathway, follow **steps 1-5**.

➢ If you are entering a student into a pathway that they have previously been enrolled in, start at step 6.

1. Log into Infinite Campus and Click the "**Search**" tab

2. Enter a Student Name, click **Go**, and then click on the student name when it shows up under search results

3. Find the TEDS tab and click on Add TEDS to start a new TEDS record

4. Enter data into each of the **RED** highlighted fields below:

a. School - This is the home school for the student, it auto fills when you add a new TEDS record.

b. Start Date - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.

c. CIP Code – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.

d. Special Populations – Select from the dropdown ONLY if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION.

e. Daily Attendance Hours

   i. Semesters vs. **Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.

ii. **Term Boxes** - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

> **Example**: John is in two 55-minute courses in the pathway all five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.
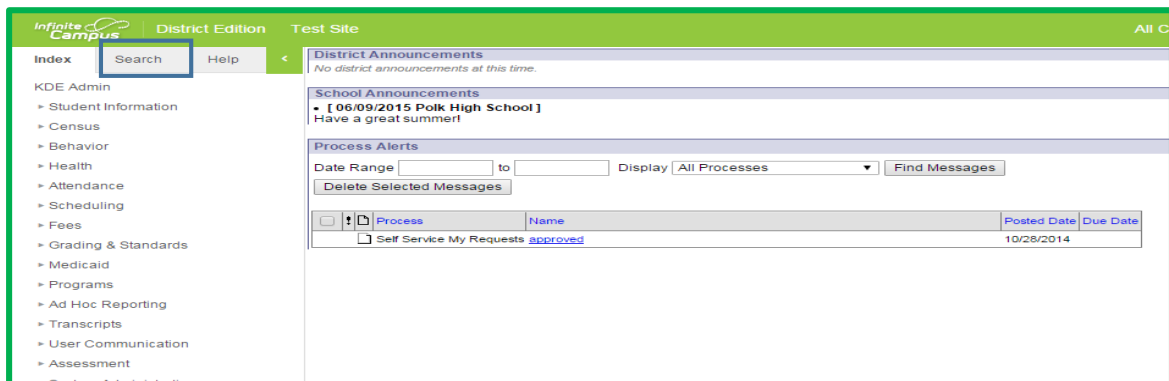
f. **Credit Hours** - Total number of credits the student has earned in the Career Pathway.

g. **Student Objective** - Every student is "**Exploring**" until they meet the definition for Preparatory. "**Preparatory**" means the student has <u>completed</u> two credits in a career pathway and has <u>enrolled</u> in the third credit for the same pathway.

5. Click Save and the student has a new active career pathway that can be imported to TEDS.
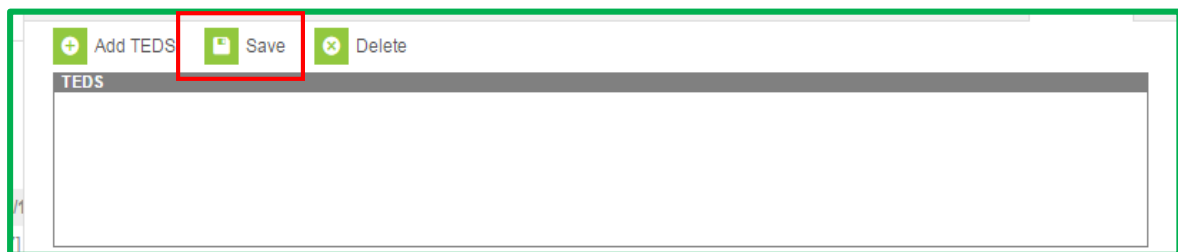
If the student was previously enrolled in the pathway, start here…

6. Log into Infinite Campus and Click the "Search" tab

7. Enter a Student Name, click go, and then click on the student name when it shows up under search results

8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway

9. Click the "+" symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year's end date will export and import to TEDS.

10. To update the Career Pathway for the current school year, if the student is continuing on that pathway, click on the name of the pathway.

11. You will need to update the following fields to make this an active record that will import to TEDS:

a. **Daily Attendance Hours** - (see definition in Step 4e) Attendance Hours should reflect current year time

b. **Credit Hours** - Should reflect total credits in the pathway for entire high school career for the student

c. **End Date** - Should be blank

d. **Student Objective** - If the student now meets the definition for preparatory in Step 4g above, make the change in this field.

e. **Termination Status** - Should be blank

12. Click Save and this record will now be active for the current school year.

How to Export an Infinite Campus Report for TEDS

Step 1. Click on "KY State Reporting" then select TEDS Report

Step 2. Set Date Range – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.

- Enter Start Date as the first day of school (should always be 7/1/Year school year began).
- The End Date will default to the current date (change to 6/30/Year school year ends).

Step 3. Set Extract Type - You will need to do one extract for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.

Step 4. Set Format – Format should default to State Format (fixed width), but if not set the format to State Format (fixed width)

Step 5. Select Calendar and School – Defaults to "active year". Select the correct calendar and school.

Step 6. Click **"Generate Extract"** to create the document in Notepad

Step 7. Once the file has been created, click File > Save As and save the **ENROLLMENT** document as "schoolyearTEDS*e*" (e.g., "1415TEDSe.txt"). *The "e" at the end identifies the file as enrollment.*

Step 8. For **DEMOGRAPHIC** report, change the Extract Type (see step Step 3) to DEMOGRAPHIC.

Step 9. Once the file has been created, click File > Save As and save the **DEMOGRAPHIC** document as "schoolyearTEDS*d*" (e.g., "1415TEDSd.txt"). *The "d" at the end identifies the file as demographic.*

How to Complete TEDS Import

Once the two export files from Infinite Campus (demographic and enrollment) are created, the TEDS import process may be completed. Login to TEDS at **http://teds.ky.gov** and import the two files. See *"How to Export from Infinite Campus"* (above) if you have not already exported files from Infinite Campus.

Step 1. Click on **Select School**

Step 2. Select your **"School"** and **"School Year"** and click on the **Select** button

Step 3. Select **"Import"** from the left navigation bar under School Administration

Step 4. Click **"Choose File"** and double click on the **<u>demographic file</u>** (wherever it is located/stored on your computer). This will display the file in the "Demographic data file" field.

Step 5. Click **"Choose File"** and double click on the **<u>enrollment file</u>** (wherever it is located on your computer). This will display the file in the "Enrollment data file" field.

Step 6. Click **"Test Data".** This takes a few minutes. Once the testing of both files is completed, a message at the top, just below "Import Process", will display stating if the testing was successful or not. Please note the numbers at the top of the screen for your convenience:

   ✓ New Enrollments:
   ✓ Updated Enrollments:
   ✓ Errors:

Step 7. If the testing is successful, a blue bar with a message will appear at the top of your screen saying **"Import Data Tested Successfully!"** proceed to Step 8. <mark>**If the following message appears at the top of the page, testing was unsuccessful. Skip to step 13**</mark>.

<mark>**NOTE**: If you proceed to Step 8 with the errors, you will have to complete a new import once those records are corrected. This can result in overwriting any changes you make in TEDS between imports.</mark>

Continuing After Successful Test

If the first 7 steps happened correctly, the Upload Data button should now be available…

Step 8. Click "**Choose File**" and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the "Demographic data file" field.
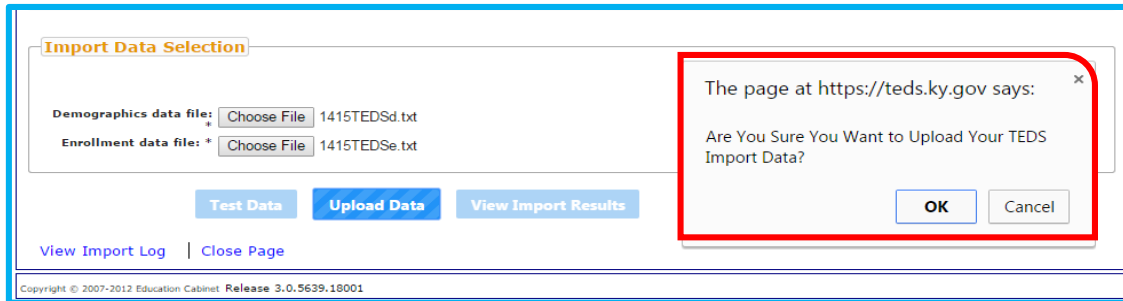

Step 9. Click "**Choose File**" and double click on the **enrollment file** (wherever it is located/stored on your computer). This will display the file in the "Demographic data file" field.
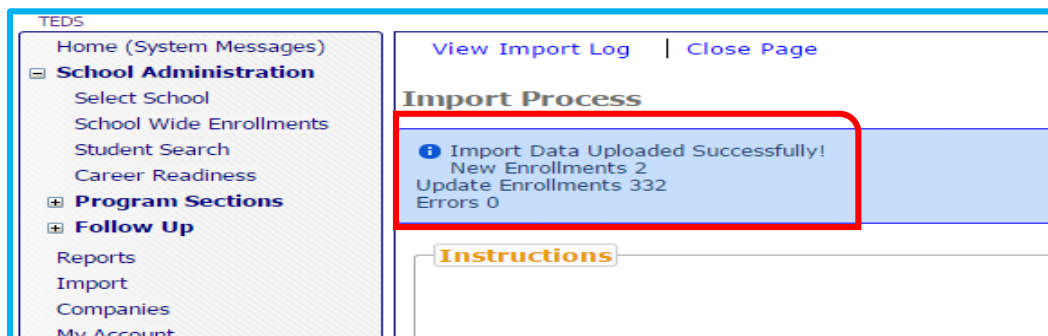
Step 10. Click "**Upload Data**". The message "Are you sure you want to upload your TEDS Import Data?" will appear. Once you are sure you are ready to complete the import process, click "**OK**".

If you click "**CANCEL**", the data will not upload and the import is not completed.

Step 11. Once both files are successfully uploaded, a message at the top, will display stating "**Import Data Uploaded Successfully!**"

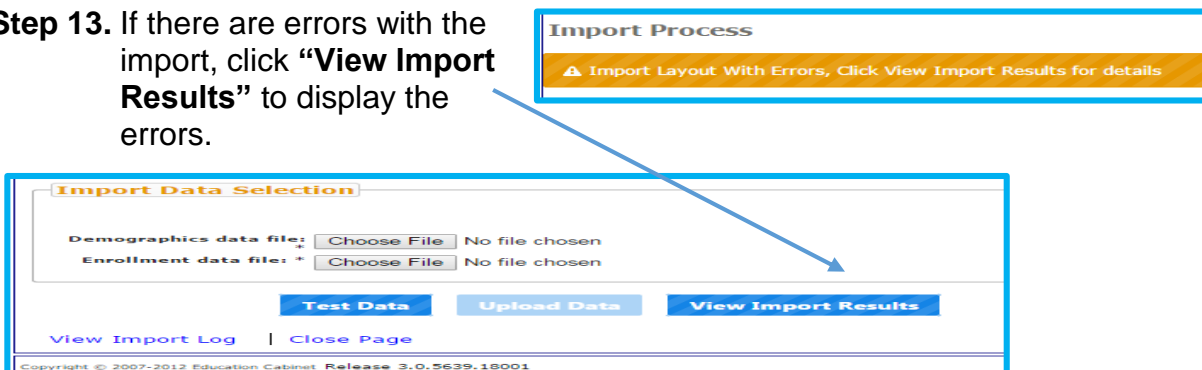**Step 12.** Import process is complete.

NOTE: You can re-do steps 3 - 6 and run the error report as often as needed to get a clean run against the TEDS data prior to actually completing the import process. If you want to proceed with uploading with the errors, you can proceed to Step 8. But any records that have the errors will not import into TEDS until they are corrected.
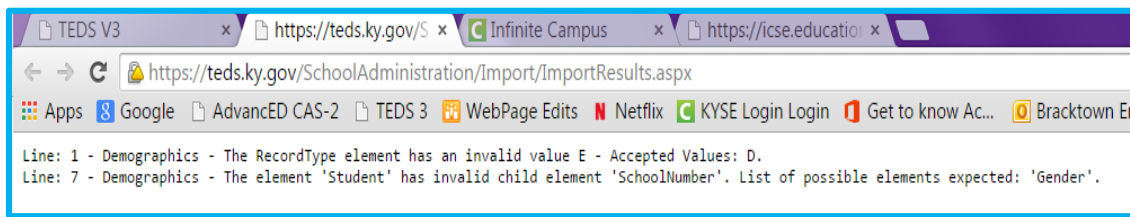
If Your *Import Test* Has Errors

Step 13. If there are errors with the import, click **"View Import Results"** to display the errors.

Step 14. SAVE/PRINT the error report. The error report lists **only** the records that had errors during the test run. Try to correct the errors before uploading the data.


```
Line: 1 - Demographics - The RecordType element has an invalid value E - Accepted Values: D.
Line: 7 - Demographics - The element 'Student' has invalid child element 'SchoolNumber'. List of possible elements expected: 'Gender'.
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For help with checking errors in your file see "How to Troubleshoot Import Errors"

Remember: File imports are completed **OVERNIGHT**. You will not be able to see the data in TEDS until the next day.